

**Madison County Library Board of Trustees  
Minutes for January 11, 2001**

In attendance: Gerald Ingram, Gerald Blackwell, Ramona Booth, Jackie Griffith, Mirian Tiller, Margie Richards, Elizabeth Murray, Marsha Carlan, Kathryn Ames.

Chairman Gerald Ingram called the meeting to order. The minutes for October 12, 2000, were amended to show January 11, 2001 not January 17, as the next meeting date. The amended minutes were approved.

**Chairperson's Report - Gerald Ingram**

Announced new board member, Michael Moak, was excused from meeting due to conflict with class at the University of Georgia. Board member John Brantley had a sick child and was excused. Reminder was made the library constitution requires that a board member vacate his position following three (3) consecutive unexcused absences. Due to the difficulty of board members attending meetings a motions was made, seconded and approved to change Board of Trustee meeting time to 4:30 P.M. Next scheduled Board meeting will be April 12, 2001.

Mr. Ingram appointed a committee of Ramona Booth, Michael Moak, John Brantley and himself to review the present constitution of the Madison County Library and to bring recommendations for updates and changes to the Board of Trustees at the April 12, 2001, meeting.

Margie Richards, Mirian Tiller and John Brantley were appointed to attend Regional Library Board meeting on January 18, 2001, at 3:30 P.M.

Chairperson distributed a revised list of committee assignments, noting one change- Ramona Booth was appointed as chairperson of the Building and Grounds Committee.

**Branch Manager's Report - Marsha Carlan**

Distributed report of October-December, 2000, Library Activities.

Reported that new staff member, Bette Kitchens, was serving as Children's Assistant working mainly on Thursdays, Fridays and some Sundays.

**Regional Director's Report - Kathryn Ames**

Distributed the circulation report and financial report.

Announced that the Athens Regional Library System has been one of four libraries in Georgia to receive the LFF/Viburnum Advocacy Grant to assist in marketing libraries. Consultant Suzanne Pfister will meet with the Boards of Trustees of all libraries of the system on March 19, 2001. More information will be forthcoming. Copy of grant application information and budget proposal was distributed.

Announced that the statewide-automated circulation system (PINES) implementation will be delayed until August, 2001.

Legislative Day, January 25, 2001, was discussed. Topics to brought to legislators' attention included-increasing per capita appropriation to \$.67 and additional state level personnel. Board members were encouraged to attend Legislative Day. Mr. Ingram will be attending.

Asked that Finance Committee meets soon and starts planning budget for next year.

**Friends of Library - Mirian Tiller**

Reported that Friends had donated \$6,000.00 to the Library (\$5,000.00 for any miscellaneous need and \$1,00.00 to be used for reference and genealogy materials

**Building and Grounds Committee**

Mr. Ingram had contacted Madison County Master Gardeners and they will work with the Building and Grounds Committee to beautify the Library grounds. Ramona Booth will set up a meeting with Kelly Walls (795-3867) of Master Gardeners and the committee to plan this work. The Board approved an expenditure of up to \$500.00 for ground work.

**Finance Committee**

Meeting of the finance committee and building and grounds committee will be called in February to complete Repair Application grant for repair of the library lighting.

**Personnel Committee**

No report. Chairperson asked personnel committee to check on rotation of trustees. There are some years when no one rotates off the Board.

**Gifts Committee**

Elizabeth Murray reported that a certificate of appreciation for service and a book would be presented to former trustee Kenny Beck at the Friends of the Library Meeting on January 21, 2000.

**Unfinished Business**

Cleaning contract for the library expires in March, 2001. Elizabeth Murray motioned that an Invitation to Bid on the cleaning of the library be published in both local papers within the next two weeks and bids be accepted until February 1, 2001. Motion seconded by Margie Richards and approved by the Board of Trustees.

**Request for Reconsideration - Elizabeth Murray**

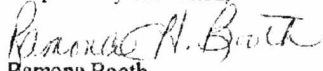
Reported that a letter reporting the decision on request to have Rolling Stone magazine reconsidered had been mailed to the patron making the request. No reply from the patron had been received.

**New Business**

Elizabeth Murray made a motion to buy three (3) 3'x6' tables to be used by the Friends of the Library and others as needed. Additional tables are especially needed for the book sale. The motion included a cost limit of \$350.00 plus shipping charges. Motion was seconded by Gerald Blackwell and approved by the Board of Trustees.

The meeting was adjourned.

Respectfully submitted,

  
Ramona Booth  
Secretary

**Madison County Library Board of Trustees**  
**Minutes for July 12, 2001**

In attendance: Gerald Ingram, Gerald Blackwell, Elizabeth Murray, Mirian Tiller, Margie Richards, Michael Moak, Ramona Booth, Marsha Carlan, and Maryanne Driver.

Chairman Gerald Ingram called the meeting to order. Maryanne Driver, representing Kathryn Ames, needed to leave by 5 P.M. and was allowed to present the Regional Director's Report prior to any other business.

**Regional Director's Report -Maryanne Driver for Kathryn Ames**

Distributed the results of the Public Library Customer Satisfaction Survey completed in June, 2001. Satisfaction level in Madison County report was very high.

Circulation Report was distributed and discussed

PINES Timeline was distributed and explained.

Budget Report for fiscal year, July 1, 2000 through June 30, 2001 was distributed. No definite answer from the Board of Education concerning contribution to the budget has been received.

Budget Proposal FY 2002 distributed. This proposal shows a 3 % staff salary increase in place of the 5% previously approved by the Board of Trustees.

**Chairperson's Report -Gerald Ingram**

Minutes of the April 12, 2001 were approved with a correction in the spelling of the name of the Madison County School Superintendent Cowne. Minutes for the called meeting on May 1, 2001 were approved.

Trustees voted to approve the amended budget to show a 3% increase in staff salaries.

Mr. Ingram announced that state law prohibits changing the financial year to a calendar year system rather than the current fiscal year system. Board member terms will correspond to the fiscal year. Board members Michael Moak and Margie Richards terms were extended to 2003. Mr. Ingram will make a new roster of board members and rotation information.

Several items in the constitution which needed revising were mentioned. All revisions will be done after the revision of the Regional Library Board Constitution.

The nominating committee was requested to have a slate of officers ready for approval by the October 11, 2001 meeting. The next board meeting will be at 4:30 P.M. on October 11, 2001.

**Branch Manager's Report - Marsha Carlan**

Distributed Library Activities Report, April-June, 2001. Pointed out highlights from the report-success of Folklife in Georgia Festival, Friends & your Library Workshop, Vacation Reading Program.

#### **Friends of Library - Mirian Tiller**

Blood Drive scheduled for May 14, 2001 was not held due to Red Cross personnel problems.

Spring Book Sale made \$1,553.55.

Friends of Library booth at the Colbert July 4<sup>th</sup> Celebration was a success. Mr. and Mrs. Michael Moak and Mrs. Sarah Carter manned this booth.

#### **Building and Grounds Committee - Ramona Booth**

Reported that the landscaping by the Master Gardeners was completed at a cost of \$411.62. Thanked Drew Brantley for pressure washing the brick wall in front of the library..

Elizabeth Murray made a motion to amend the budget to include funds for regular grounds maintenance. During discussion two bids were discussed. Motion to amend budget was approved. Further information and clarification of bids will be presented at the Oct. 11, 2001 meeting.

#### **Ad Hoc Committee- Marsha Carlan**

Minority Committee Report was distributed. It was noted that there is an increase in the use of the library by African-American citizens.

#### **Unfinished Business**

Materials are on-site to "fix" the lighting problem in the library. Work should be completed with the next week. Materials were funded by a grant and the county is supplying the labor for this "fix".

#### **New Business**

Mrs. Carlan discussed request by a library patron to begin a computerized picture archive in the library. Due to lack of information this request was tabled for further study.

Elizabeth Murray, Michael Moak and Gerald Ingram will be Madison County's representatives to the Regional Library Board Meeting on July 19, 2001 at 3:30 P.M.

There being no further business, the meeting was adjourned.

Respectfully submitted,

  
Ramona H. Booth, Secretary, Madison County Library Board of Trustees.

MADISON COUNTY LIBRARY  
PO BOX 38  
DANIELSVILLE GA 30633  
(706) 795-5597  
BRANCH OF ATHENS REGIONAL SYSTEM

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## NOTES/COMMENTS:

Pam:  
Kathy said for me to fax you a copy of  
the minutes from the January Bd Mtg to have  
on file.  
Marsha

**Madison County Library Board of Trustees**  
**Minutes for October 11, 2001**

In attendance: Gerald Ingram, Elizabeth Murray, Ramona Booth, Gerald Blackwell, Jackie Griffeth, Margie Richards, Mirian Tiller, Kathryn Ames, Maryanne Driver, Suzanne M. DeGrasse.

Chairman Ingram called the meeting to order and introduced the new branch manager, Suzanne DeGrasse. Board minutes for July 12, 2001 were approved.

**Chairperson's Report – Gerald Ingram**

Announced that John Brantley had declined to serve another term on the Board of Trustees.

A letter dated September 5, 2001 had been received from School Superintendent Cowne stating that there were no funds in the 2001-2002 school budget for the library. County Commission Chairman Nash has been informed of the shortfall. Mr. Ingram is under the assumption that the county will completely fund the library. Mr. Ingram appeared before the county commissioners and received approval for Board of Trustee members who were appointed by the Board of Education to continue to serve on the Board of Trustees.

A new rotation schedule for Board of Trustees appointments will be mailed to board members when John Brantley's replacement is confirmed. Board members will be contacted for approval.

**Branch Manager's Report – Suzanne DeGrasse**

Distributed Activity Report and Statistics Report. Ideas for improving the accuracy of the patron count were discussed. Just My Imagination Workshop and Grandparents' Day Program were well done but attendance was low. Upcoming Events Report distributed and discussed.

Mrs. DeGrasse asked that several computers near the Young Adult Section of the library be designated for "Teen Only" use from 4 to 6 P.M. Programs of special interest to teens would be loaded on these computers. Board of Trustees approved this designation on a trial basis.

Historical picture archives was discussed. Mrs. Ames, Regional Director, stated that all information and plans for the project would have to be checked against Regional Library policy and copyright laws before the project could be further discussed and/or approved.

**Regional Director's Report - Kathryn Ames and Maryanne Driver**

Circulation Report distributed. Some circulation statistics were lost in down time at the PINES instillation. The bookmobile has not been out since August 2001 due to lack of facilities to check out books on the PINES system. Hopefully the use of a stand-alone computer will be workable in the near future.

Budget and financial report distributed and discussed. Mrs. Ames will contact County Commission Chairman Nash about date of receipt of budget funds. No major financial concerns at this time were noted.

Library computer use policy was discussed in light of heightened security checks by FBI and others. No agency has access to library records without a subpoena. Policy about patrons using computers was discussed.

Announced Advocacy Workshop on October 31, 2001 in Jekyll Island and that a billboard promoting the library had been up on Hwy. 72.

A major software upgrade has been done at the same time as the PINES implementation. The Madison County Library staff was complimented for their handling of glitches and downtime.

**Friends of the Library - Mirian Tiller**

Friends met on October 8, 2001. Friends now have a membership of 124.

Fall book sale will be October 18-27, 2001. A free bag of books will be given to anyone joining the Friends of the Library at the book sale.

The Friends will sponsor a Blood Drive at the Library on November 12, 2001 from 1 to 6 P.M.

Friends are purchasing a new 36" television for the Library conference room and are purchasing 3 computer chairs at \$100.00 for the library. Donations for the October 20, 2001, Danielsville Fall Festival included \$10.00 and several items for giveaways.

Chamber of Commerce Coffee will be held October 18, 2001 in the Library. Friends donated \$100.00 for food and supplies for this coffee.

**Building and Grounds Committee - Elizabeth Murray**

Two proposals for ground maintenance were presented. A motion was made by Jackie Griffeth to accept the bid by Angels of Earth Company. Motion seconded and approved.

Motion was made to buy a soaker hose for \$13.75 to be used on plants at the Library. Motion was seconded and approved.

**Nominating Committee - Mirian Tiller**

Slate of officers for 2002 was presented and approved. Officers are Chairman-Gerald Ingram, Co-chairman/vice-chairman- Michael Moak, and Secretary - Ramona Booth.

**Old Business - none**

**New Business**

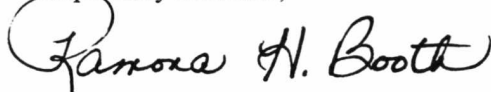
Recommendation for Mrs. Alice Sturgis to replace John Brantley on the Library Board of Trustees was approved. Recommendation will be taken to the Board of Commissioners for appointment.

Mrs. Ames announced that there is a possibility of reduction in state funding and to be aware of upcoming tight budgetary times.

Gerald Ingram, Margie Richards and Elizabeth Murray will attend the Regional Board meeting on October 25, 2001.

There being no further business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ramona H. Booth". The signature is written in dark ink and is positioned above the printed name of the signatory.

Ramona H. Booth, Secretary, Madison County Library Board of Trustees